

1810.01 Manifesting of Hazardous Waste Shipments

Issued January 1, 1994

SUBJECT: Manifesting of Hazardous Waste Shipments.

APPLICATION: Executive Branch Departments and Sub-units which generate and transport hazardous waste to a storage, treatment or disposal facility.

PURPOSE: To track hazardous waste from point of generation to point of final disposition.

CONTACT AGENCY: Department of Natural Resources (DNR) - Waste Management, Manifest Unit.

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SUMMARY: Forms for getting required U.S. Environmental Protection Agency (EPA) identification numbers and forms necessary to ship hazardous wastes may be obtained from the DNR Manifest Unit. The Unit receives copies of the completed manifests which are entered into the computerized tracking system for report generation to various State and federal agencies.

APPLICABLE FORMS: U.S. EPA Form 8700-12 (rev. 7/90), Notification of Regulated Waste Activity.
U.S. EPA Form 8700-22 (rev. 9/88), Uniform Hazardous Waste Manifest.

PROCEDURES:

Agency:

- Telephones the Manifest Unit to request U.S. EPA Form 8700-12 (rev. 7/90), to discuss the number of manifests needed for its shipment, and obtains a copy of Act 64 Rules (if needed).
- On receipt of Form 8700-12, fills out form, per brochure attached, and sends it to the EPA (address is in brochure).
- When an EPA identification number is received, contacts a licensed hazardous waste transporter to pick up the waste.
- Reads back of the manifest, and Part 3 of the Rules, prior to arrival of the transporter.
- Fills out the manifest, per instructions on reverse side, signs and dates.

Transporter:

- Signs and dates manifest on appropriate line.
 - Leaves 2 copies of manifest with the generator.
- Transport the waste to a properly licensed hazardous waste treatment, storage, and disposal (TSD) facility.

Generator:

- Sends 1 to DNR (address on bottom of manifest) and retains 1 for his/her records.

TSD Facility:

- Owner/operator signs and dates the remaining copies of the manifest, returns a copy to the generator, and sends 1 to the DNR, when waste is received.

Agency:

- Keeps copies for 3 years.

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Procedure 1810.01